

CANDIDATE

INTERVIEW PREPARATION

To make interviews result in a job offer, practice the following tips

Dress Code

A candidate's appearance (whether good or bad) is going to give a potential employer pause. Make a positive first impression!



PRE-PLANNING

The key to any interview is pre-planning 3 steps:

1 Research



2 Organize



3 Execute



Enthusiasm

Enthusiasm sells! Show it by having a list of pre-thought-out questions, and by being warm, dynamic, and outgoing. Always ask for the job!



Do Your Homework

Find out everything about the company, its products, its customers, and its opportunities prior to the interview.



Prepare These Lists of:

Top 10 Questions:

Number of nights away a month? Major challenges in this job? Visibility this position offers?....

Top 10 Reasons for Interest:

Am excited about the challenge. Dynamic learning curve. Company's future is bright...

So What?

As the candidate, speak in terms of tangible benefits: Problems Solved, Money Saved, Products Created...



Job Changes

Keep changes to past jobs concise (no complaining or blaming), and then move on.

Body Language

Use eye contact. Always keep energy level up. Be consistent in your answers from interview to interview and remain enthusiastic no matter what.

Testimonials

Provide samples or letters of success. Refer to companies and high-profile people when including achievements.

Role play with someone in advance of the interview.

Wow...



Don't discuss salary, bonus or benefits too soon.



Always Ask, Ask, Ask for the Job!



Follow-up with your Executive Search Consultant or employer coach

